

**Carmel Clay School Transportation Department  
Bus Conduct Rules and Regulations**

A. General:

1. The Driver is in complete charge of the bus.
2. Drivers have authority to assign student seating on the bus.
3. No eating or drinking on the bus.
4. Book bags, musical instruments and other carry-on items are to be held on the student's lap or placed under their seat. All ledges and aisles must be kept clear.
5. Windows may not be lowered more than  $\frac{1}{2}$  the total distance of the TOP window.

B. At the bus stop, students shall:

1. arrive at the bus stop at least five minutes prior to pick-up time
2. wait on the sidewalk or driveway
3. stay out of the street and away from the road
4. be respectful to surrounding property while waiting for the bus
5. board in single file, respecting the other students also boarding

C. On the bus, students will:

1. obey the driver promptly and respectfully
2. observe classroom conduct, including voice tone
3. not yell, scream or make other loud noises
4. remain seated, facing forward with both feet on the floor
5. not use profane language
6. treat the bus with respect; not write on or damage seats; not leave trash
7. not fight, push, shove or scuffle
8. keep head, hair, hands, feet, and all belongings inside the bus
9. not bring onboard any item that would obstruct the visibility for the driver or is determined by the driver to be a safety hazard; examples include but are not limited to:
  - i. any glass items
  - ii. items too large to be put on laps or under the seat
  - iii. animals other than approved service animals
  - iv. inflated balloons
  - v. alcohol, illegal drugs, tobacco in any form, e-cigarettes
  - vi. flammable materials
  - vii. knives, guns, ammunition, explosives or dangerous material

D. Electronic Devices (cell phones, iPods, handheld gaming systems, etc.)

1. All devices must not be a distraction to the driver or other students. No photography or video recording allowed.

E. Leaving the bus, students will:

1. remain seated until the bus has come to a complete stop
2. take turns and not push or shove others
3. move away from the bus and into clear view of the driver
  - i. If crossing the street, stand at least five feet in front of the bus and wait for a signal from the bus driver before crossing; never cross behind the bus.

F. Lost and Found

1. The driver will attempt to determine the owner of items left on the bus.
2. Unclaimed items will be held for two (2) weeks after which they will be disposed of.